

CITY OF SAN ANTONIO
Finance Department
Director's Office

TO: All City Department Directors
FROM: Troy Elliott, CPA, Controller
COPIES: Milo Nitschke, Acting Director of Finance; Ben Gorzell Jr., CPA, Assistant Director of Finance;
Susan Rios, CPA, Assistant Controller; Lisa Todd, CPA, Assistant Controller; Ron Bell,
Accounts Payable Supervisor; file
SUBJECT: Authorized Signatures

DATE: May 29, 2001

The Finance Department is requesting your assistance in providing updated information regarding personnel who are designated by the department director to approve or request financial information within your department. In updating this information, we would also request that all authorized personnel hold the job description of a Fiscal Officer or above. Attached, please find a Department Authorized Signature List. We are asking that each division forward a completed form to the attention of Ron Bell, Accounts Payable Supervisor June 30, 2001. These forms will be used to audit our payment vouchers and ensure all payments are authorized and processed in a timely manner. Also, please provide a contact person(s), if different than the authorizing signature, that we may notify and e-mail in order to gather invoice or shipment information and determine if certification or payment has been authorized.

Additionally, please inform the Accounts Payable section of any future changes to your authorized department signatures. Payments may be delayed, if an Authorized Signature List is not on file in Accounts Payable section by the specified time indicated.

Should you have any questions, do not hesitate to contact Susan Rios, Assistant Controller, at 207-6307 and thank you for your assistance.

Troy Elliott, CPA
Controller

CITY OF SAN ANTONIO
DEPARTMENT AUTHORIZED SIGNATURE LISTING

[illegible]

DEPARTMENT: _____

DIVISION: _____

DEPARTMENT DIRECTOR SIGNATURE _____

**** Please check authorization box**